

SECRET
Security Information

16 September 1953

OPM 20-410-9
PERSONNEL DIRECTOR MEMORANDUM NO. 73 -53

SUBJECT: Employment of Personnel Assigned to IAB with Provisional Clearance

REFERENCES: (1) CIA [REDACTED] Persons Employed Under Provisional Sec [REDACTED]
(2) CIA [REDACTED] Use of Provisional Clearances
(3) PDM No. 10-53, Requesting Provisional Clearances

25X1A

1. Budgetary allocations to the Personnel Office for Fiscal Year 1954 have been prescribed on the basis of Fiscal Year 1953 expenditures. At the current rate of spending, a sizeable deficit will ensue, principally due to the outlay for the Interim Assignment Branch which now approximates twice its budgeted strength. Accordingly, it is imperative that every effort be made to decrease expenditures for this Branch. In order to accomplish this objective, the number of individuals entering IAB must be regulated and fiscal support of such personnel must cease upon their permanent assignment to an operating component.

2. Pursuant to the instructions in CIA [REDACTED] and PDM 10-53, referenced above, personnel will be assigned to the IAB on a provisional clearance only when the action is clearly necessary to avoid loss of the individual.

25X1A

a. The Personnel Procurement Division will not refer to the use of provisional clearances except in those cases in which it is clear that an individual's availability for employment is contingent upon his immediate employment.

b. In such cases, the applicant must meet minimum Agency requirements for his position to permit his immediate placement as soon as he obtains a full clearance and receives necessary orientation.

c. Subject to the above stipulations, the Personnel Procurement Division may inform the applicant of the possibility of entering on duty on a provisional basis, but the interviewer will advise the applicant that such action will require further approval. Justification for recommending appointment upon provisional clearance will be included in the Report of Interview.

d. In accordance with the procedures outlined in PDM 10-53, the Placement and Utilization Division will determine whether the circumstances warrant entrance on duty of an applicant on a provisional basis.

~~SECRET~~
Security Information

3. In order that the Personnel Office can avoid continuing fiscal support of employees assigned from IAB, Standard Form 52, Request for Personnel Action, will be requested from the operating component or prepared by the Placement and Utilization Division, as appropriate, to reflect the assignment of personnel charged to IAB as soon as such assignments are determined. Standard Form 50, or Standard Form 52 in lieu thereof, will be processed immediately even though the individual may be required to remain in IAB for orientation.

4. If assignment action has not previously been effected by the issuance of Standard Form 50, or Standard Form 52 in lieu thereof, the Placement and Utilization Division will require the submission of Standard Form 52 by the operating component before releasing an employee from IAB on permanent assignment. This Division will also conduct an immediate check to determine that there are no employees currently assigned to the IAB who should have been transferred to an operating component.



GEORGE H. MELOAN
Personnel Director

25X1A